



Division of the
State Architect
CALIFORNIA DEPARTMENT OF GENERAL SERVICES

ALTERNATE CERTIFICATION GUIDE FOR LEGACY PROJECTS

Ed Code Section 17315(b)/81147(b)

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ALTERNATE CERTIFICATION GUIDE FOR LEGACY PROJECTS

Ed Code section 17315(b)/81147(b)

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ALTERNATE CERTIFICATION GUIDE FOR LEGACY PROJECTS

Ed Code section 17315(b)/81147(b)

OVERVIEW, INTENT, USE AND LIMITATIONS:

This Alternate Process Guide for certifying legacy projects is intended to be used for projects closed prior to January 1, 2011 without certification because final verified reports required by Education Code, Section 17309/81141 have not been submitted, other required documents have not been submitted, or fees owed to DSA have not been paid

The use of this alternate process guide requires expert knowledge of structural engineering, fire & life safety, and access practices and requirements; expert knowledge of California school construction; expert knowledge of Title 24 codes; expert and intimate knowledge of DSA processes, policies, and procedures; and specific knowledge of each individual project gained by a thorough detailed review of all available project documents.

This guide is limited to internal use by DSA, subject to the following conditions:

- Projects must have been closed without certification prior to January 1, 2011.
- The specific project records must be individually examined by DSA staff.
- The applicability of each item listed in this guide must be documented to the file and finally approved by a DSA Structural Engineer or Architect.
- The school/community college district must make a written request to DSA to examine the project, for certification, using Education Code, Section 17315(b)/81147(b).
- The school/community college district must provide written reasonable justification that indicates why the final verified reports required by Education Code, Section 17309/81141 have not been submitted.

ALTERNATE PROCESSES

This Alternate Process Guide describes four alternate process types (A, B, C, and D). Alternate Processes A and B may be used for any project type. Alternate Process C is limited to one story relocatable buildings. Alternate Process D is for projects not likely to be certified using this guide. Below is an in depth discussion of each alternate process type. Appendix A contains information about the DSA authority and justification for alternate certification processes.

1. Alternate Process Type A:

Alternate Process Type A requires a Verified Report (form DSA-6, or equivalent) from the Project Inspector (aka: Inspector of Record, IOR, PI) declaring under penalty of perjury that the project was completed in compliance with the approved plans.

For the purpose of certifying legacy projects, the verified report from the project inspector may be considered an acceptable alternate to other missing verified reports and other missing documents. Thus, the verified report from the project inspector may be adequate for project certification. In order to make this determination, DSA staff must:

- Review the available records/files to Verify there is no evidence indicating the inspector did not provide adequate inspections
- Verify that the available records/files contain a verified report from the project inspector. The verified report must show the project is at least 95% complete and contains no identified unresolved Structural, Access, or Fire & Life Safety issues.
- Verify that the DSA field trip notes do not contain any unresolved Structural, Access, or Fire & Life Safety issues.

- Verify that the project files do not contain any documents indicating Structural, Access, or Fire & Life Safety issues.
- Verify that the available records/files contain no identified incomplete construction scope that is required for the project to be compliant with codes governing Structural, Access, or Fire & Life Safety

1.1 Verified Reports

Upon confirmation of the above, it is reasonable for DSA to accept the verified report by the project inspector as an acceptable alternate for any other required but missing verified reports; including verified reports from any or all of the following:

Architects
Structural Engineers
Electrical Engineers
Mechanical Engineers
Geotechnical Engineers
Special Inspectors
In-plant inspectors
Welding inspectors
Testing Laboratories
Contractors

1.2 Other Required Documents

Upon confirmation of the above and except as listed below, it is reasonable for DSA to accept the verified report by the project inspector as an acceptable alternate for any other missing documents normally filed with DSA for certification purposes. However, since the inspector is verifying that the construction is in compliance with the *approved plans*, use of Alternate Process Type A requires the construction documents associated with the project to be DSA approved. The following is a discussion about the relevance of various document approvals and provides guide for resolution.

1.2.1 Fees

Fees owed to DSA must be paid prior to project certification. If the fees owed are known to DSA closing staff then an invoice can be generated. If fees owed to DSA are not known then the DSA closing staff will require the district to complete the form DSA-168 "Statement of Actual Final Project Cost" and staff will use that information to generate an invoice. If DSA staff determines that no fees are owed, then no invoice is generated.

1.2.2 Change Orders

The issue of missing and/or unapproved change orders must be resolved on a case by case basis. Change orders may contain construction elements that have not been approved by DSA and therefore DSA has no evidence the changed elements have been designed compliant with the codes. There are two types of change orders:

1.2.2.1 *Change orders affecting Structural Safety, Fire & Life Safety or Access Compliance systems or components.* These types of change orders require DSA approval prior to project certification and therefore must be completely resolved prior to certifying the project.

1.2.2.2 *Change orders not affecting Structural Safety, Fire & Life Safety or Access Compliance systems or components.* These types of change orders will be considered resolved (not requiring DSA approval) for the purpose of

certification. Thus if a determination is made that the missing change order(s) fall into this category, then there is no need for DSA to receive the missing change order.

Change orders also may result in a change to the cost of construction. Thus the existence of change orders, missing or not, must have the cost component resolved by DSA closing staff (see above discussion about “Fees” to resolve this issue).

1.2.3 Addendum/Revisions

The issue of missing and/or unapproved addendum/revisions must be resolved on a case by case basis. Addendum/revisions may contain construction elements that have not been approved by DSA and therefore DSA has no evidence the changed elements have been designed compliant with the codes. There are two types of addendum/revisions:

1.2.3.1 Addendums/revisions to or affecting Structural Safety, Fire & Life Safety or Access Compliance systems or components. These types of addendum/revisions require DSA approval prior to project certification and therefore must be completely resolved prior to certifying the project.

1.2.3.2 Addendum/revisions not affecting Structural, Safety, Fire & Life Safety or Access Compliance systems or components. These types of addendum/revisions will be considered resolved (not requiring DSA approval) for the purpose of certification. Thus if a determination is made that the missing addendum/revisions fall into this category, then there is no need for DSA to receive the missing addendum/revisions.

1.2.4 Deferred Approvals

The issue of deferred approvals must be resolved. Below are listings of those deferred approvals that, when examining projects using this alternate process guide, must be approved prior to project certification and those for which approval will not be necessary.

1.2.4.1 Deferred approvals required to be approved/resolved: The following deferred approvals have been determined by DSA to be critical to the safety of the facilities and must be approved or otherwise resolved prior to project certification:

- Fire Sprinklers
- Fire Alarms
- Fire Pumps and Water Tanks
- Store Front Systems greater than 15 ft in height between supports
- Bleachers
- Stage Rigging
- Trusses
- Exterior Wall Systems
- Skylights
- Lunch/Shade Shelters/any other building type structure

1.2.4.2 Deferred approvals not required to be approved/resolved: The following deferred approvals have been identified by DSA as minor in nature,

operationally tested by the virtue of time passed since installation and thus may be considered as resolved (not required for certification) when examining projects using this alternate process guide:

- Basketball Backstops
- Store front systems 15 ft and less in height between supports
- Elevator guide rails
- Bookshelves 6 ft and less in height
- Access flooring 2 ft and less in height
- Kitchen hoods

2. Alternate Process Type B:

Alternate Process Type B is intended to be used when a verified report from a project inspector, as described above in Alternate Process A is not available. The following is a discussion about the relevance of various document approvals and provides guidance for resolution.

2.1 Verified Reports

See the DSA Project Certification Guide for discussion and resolution for missing verified reports (except as listed below)

2.2 Other Required Documents

See the DSA Project Certification Guide for discussion and resolution for missing documents normally filed with DSA for certification purposes (except as listed below).

2.2.1 Fees

Fees owed to DSA must be paid prior to project certification. If the fees owed are known to DSA closing staff then an invoice can be generated. If fees owed to DSA are not known then the DSA closing staff will require the district to complete the form DSA-168 "Statement of Actual Final Project Cost" and staff will use that information to generate an invoice. If DSA staff determines no fees are owed, then no invoice is generated.

2.2.2 Notice of Completion

A notice of Completion provides no information about compliant construction. A missing notice of completion is not considered by DSA to result in a health or safety concern and is thus considered resolved (not required for certification) when examining projects using this alternate process guide.

2.2.3 Form DSA-102

This is a document that reports construction contract information to DSA but provides no information about compliant construction. A missing form DSA-102 is not considered by DSA to result in a health or safety concern and is thus considered resolved (not required) for the purpose of certifying a legacy project. For the issue of form DSA-102 being used to determine fees, see the above discussion about "Fees" to resolve this issue.

2.2.4 Grounding Test

A project inspector verified report (or resolution thereof) is considered to provide adequate confirmation of the installation of the grounding components. Typical school building construction does not require an independent report for grounding test. Modular buildings and other miscellaneous structures have no unique characteristics compared to typical school construction that would lead to a specific need to provide the test. A

missing grounding test report is not considered by DSA to result in a health or safety concern and is thus considered resolved (not required for certification) when examining projects using this alternate process guide.

2.2.5 Form DSA-5

This is a document that inspectors use to obtain approval to provide inspections for the project. Since these projects are already complete, inspections have already taken place and thus proof of the approval of the inspector is not at question and provides no information about compliant construction. A missing form DSA-5 is not considered by DSA to result in a health or safety concern and is thus considered resolved (not required for certification) when examining projects using this alternate process guide.

2.2.6 Change Orders

The issue of missing and/or unapproved change orders must be resolved on a case by case basis. Change orders may contain construction elements that have not been approved by DSA and therefore DSA has no evidence the changed elements have been designed compliant with the codes. There are two types of change orders:

2.2.6.1 *Change orders affecting Structural Safety, Fire & Life Safety or Access*

Compliance systems or components. These types of change orders require DSA approval prior to project certification and therefore must be completely resolved prior to certifying the project.

2.2.6.2 *Change orders not affecting Structural Safety, Fire & Life Safety, or Access Compliance systems or components.* These types of change orders will be considered resolved (not requiring DSA approval) for the purpose of certification. Thus if a determination is made that the missing change order(s) fall into this category, then there is no need for DSA to receive the missing change order(s).

Change orders also may result in a change to the cost of construction. Thus the existence of change orders, missing or not, must have the cost component resolved by DSA closing staff (See Section 2.2.1 above about “Fees” to resolve this issue).

2.2.7 Addendum/Revisions

The issue of missing and/or unapproved addendum/revisions must be resolved on a case by case basis. Addendum/revisions may contain construction elements that have not been approved by DSA and therefore DSA has no evidence the changed elements have been designed compliant with the codes. There are two types of addendum/revisions:

2.2.7.1 *Addendums/revisions affecting Structural Safety, Fire & Life Safety, or Access Compliance systems or components.* These types of addendum/revisions require DSA approval prior to project certification and therefore must be completely resolved prior to certifying the project.

2.2.7.2 *Addendum/revisions not affecting Structural Safety, Fire & Life Safety, or Access Compliance systems or components.* These types of addendum/revisions will be considered resolved (not requiring DSA approval) for the purpose of certification. Thus, if a determination is made that the missing addendum/revisions fall into this category then there is no need for DSA to receive the missing addendum/revisions.

2.2.8 Deferred Approvals

The issue of deferred approvals must be resolved. Below are listings of those deferred approvals that, when examining projects using this alternate process guide, must be approved prior to project certification and those for which approval will not be necessary.

2.2.8.1 *Deferred Approvals required to be approved/resolved:* The following deferred approvals have been determined by DSA to be critical to the health and safety of the facilities being constructed and must be approved or otherwise resolved prior to project certification:

- Fire Sprinklers
- Fire Alarms
- Fire Pumps and Water Tanks
- Store Front Systems greater than 15 ft in height between supports
- Bleachers
- Stage Rigging
- Trusses
- Exterior Wall Systems
- Skylights
- Lunch/Shade Shelters/any other building type structure

2.2.8.2 *Deferred approvals not required to be approved/resolved:* The following deferred approvals have been identified by DSA as minor in nature, operationally tested by the virtue of time passed since installation and thus may be considered as resolved (not required for certification) when examining projects using Alternate Process B.

- Basketball Backstops
- Storefront systems 15 ft and less in height between supports
- Elevator guide rails
- Bookshelves 6 ft and less in height
- Access flooring 2 ft and less in height
- Kitchen hoods

2.2.9 Weighmaster Certificate

Concrete delivery is considered by DSA to be essentially compliant with construction standards used in the state of California without being evidenced by a Weighmaster certificate. In addition, for structural concrete, testing for compressive strength is conducted thus verifying the concrete strength. The lack of this certificate is not considered by DSA to result in a health or safety concern and is thus considered resolved (not required for certification) when examining projects using Alternate Process B.

2.2.10 Batch Plant Report

Concrete batching and delivery is considered by DSA to be essentially compliant with construction standards used in the state of California without being evidenced by a batch plant report. In addition, for structural concrete, testing for compressive strength is conducted thus verifying the concrete strength. The lack of this report is not considered

by DSA to result in a health safety concern and is thus considered resolved (not required for certification) when examining projects using Alternate Process B.

2.2.11 Epoxy and Expansion Anchors

The issue of missing epoxy/expansion installation testing reports must be resolved. The importance of the use dictates the necessity of obtaining the missing reports. Below are listings of those uses that, when examining projects using this alternate process guide, may result in the need for a testing report to be submitted to DSA prior to project certification and those for which report submittal will not be necessary.

2.2.11.1 Uses that may result in the need for a report to be submitted:

For project scope other than MEP and non-structural as shown in Section 2.2.11.2, the issue of missing epoxy/expansion anchor testing report must be resolved on a case by case basis. Structural use of these anchors requires submitted reports or other resolution (see the DSA Project Certification Guide)

2.2.11.2 Uses that may result in DSA not requiring a report to be submitted:

- For project scope of mechanical, electrical, plumbing (MEP) it has been determined by DSA that epoxy and expansion anchors are used for attachment of non-structural elements. The project should be examined for this use and a case by case determination made. The installation of these fasteners is inspected by the project inspector. Test reports for load testing these fasteners have been determined by DSA to be redundant to the inspection and not necessary for non-structural applications. For the scope of MEP, the lack of this report is not considered by DSA to result in a health or safety concern. The issue of missing epoxy/expansion anchor test report for MEP scope is thus considered resolved (not required for certification) when examining projects using Alternate Process B.
- For project scope involving non-structural use of epoxy/expansion anchors (such as for the connection of non-bearing/non-structural walls and other similar use), the project should be examined for this use and a case by case determination made. The installation of these fasteners is inspected by the project inspector. Test reports for load testing these fasteners have been determined by DSA to be redundant to the inspection and not necessary for non-structural applications. For the scope of non-structural use, the lack of this report is not considered by DSA to result in a health or safety concern. The issue of missing epoxy/expansion anchor test report for most non-structural scope is thus considered resolved (not required for certification) when examining projects using Alternate Process B.

2.2.12 Shot Pin Test Report

Shot pins (air or powder driven fasteners) are used for attachment of minor non-structural elements. The installation of these fasteners is inspected by the project inspector. Test reports for load testing these fasteners have been determined by DSA to be redundant to the inspection and not necessary for non-structural applications. The lack of this report is not considered by DSA to result in a health or safety concern and is thus considered resolved (not required for certification) when examining projects using Alternate Process B.

2.2.13 High Strength Bolt Test Report

High strength bolts provided for construction in California are considered by DSA to be essentially compliant with the ASTM material standards without being evidenced by a specific testing (except when the bolts are determined to be unidentified by lacking the required markings). For typical building construction other than schools and hospitals, testing of properly identified bolts is not required. Therefore, missing high strength bolt testing results is not considered by DSA to result in a health or safety concern and is thus considered resolved (not required for certification) when examining projects using Alternate Process B. Where there is evidence unidentified bolts were used, test reports are required.

2.2.14 Masonry Core Test Reports

Reinforced, solid grouted masonry construction is considered by DSA to be essentially compliant with construction standards used in the state of California without being evidenced by a masonry core test. For typical building construction other than schools and hospitals, a masonry core test is not required. Therefore, missing masonry core test results is not considered by DSA to result in a health or safety concern and is thus considered resolved (not required for certification) when examining projects using this Alternate Process B.

2.2.15 Masonry Block Test Reports

The issue of missing masonry block testing reports must be resolved. The importance of the use dictates the necessity of obtaining the missing reports. Below are listings of those uses that, when examining projects using Alternate Process B, may result in the need for a testing report to be submitted to DSA prior to project certification and those that report submittal will not be necessary.

2.2.15.1 Uses that usually result in the need for a report to be submitted:

For project scope other than non-occupied minor structures as shown in Section 2.2.15.2 below, the issue of missing masonry block test report (prism or unit strength) must be resolved on a case by case basis.

Typically, missing test reports can be waived where the masonry use is incidental or where it is determined the masonry is designed at, or less than, half stress. Otherwise, resolution is necessary (for possible resolutions see DSA Project Certification Guide).

2.2.15.1.1 Uses that result in DSA not requiring a report to be submitted:

For the project scope of non-occupied, minor structures it has been determined by DSA that the testing of the masonry block to verify F_m does not add significantly to evidence of structural safety and is thus not required for the purpose of certification for these types of structures.

These types of structures include (but are not limited to)

- fence walls less than 10 feet in height,
- retaining walls less than 12 feet in height,
- ball walls,
- trash enclosures, and
- non-occupied single story buildings.

The project should be examined for this use and a case by case determination made. The issue of missing masonry block test results for project scope as listed here is thus considered resolved (not required for certification) when examining projects using Alternate Process B.

2.2.16 Field Bolting Inspection Report

Field bolting is inspected by the project inspector or in some cases by a special inspector. Specific inspection reports addressing field bolting are not required. A missing field bolting inspection report is not considered by DSA to result in a health or safety concern. The issue of missing field bolting report is thus considered resolved (not required for certification) when examining projects using Alternate Process B

2.2.17 Concrete Compression Tests Reports

The issue of missing concrete compression test reports must be resolved. The importance of the use dictates the necessity of obtaining the missing reports. Below are listings of those uses that, when examining projects Alternate Process B, may result in the need for a testing report to be submitted to DSA prior to project certification and those for which report submittal will not be necessary.

2.2.17.1 Uses that usually result in the need for a report to be submitted:

For project scope other than minor structures as shown below, the issue of missing concrete compression test results must be resolved on a case by case basis. Typically missing test reports will be required except where the concrete use is incidental or where it is determined the concrete used is structurally adequate at $f'_c = 2000$ psi. Otherwise, resolution is necessary (for possible resolutions see DSA Project Certification Guide).

2.2.17.2 Uses that result in DSA not requiring a report to be submitted:

- For project scope involving non-structural use of concretes, such as flat work, ramps, and non-structural slabs, there is no health or safety related need for compression tests. The project should be examined for this use and a case by case determination made. For the scope of non-structural use, missing concrete compression test results is not considered by DSA to result in a health or safety concern and is thus considered resolved (not required for certification) when examining projects Alternate Process B.
- For project scope involving one story light framed buildings, minor structures and unoccupied structures including (but not limited to)
 - fence walls less than 10 feet in height,
 - retaining walls less than 12 feet in height,
 - ball walls,
 - trash enclosures,
 - lunch shelters,
 - shade structures, etc.,

Concrete compression test results do not add significantly to evidence of structural safety and are thus not required for the purposes of certification for these types of structures. The foundations for these types of structures are lightly loaded and the concrete used for construction in California achieves at least $f'_c = 2000$ psi at 28 days. The project should be examined for this use of concrete and a case by case determination made. The issue of missing concrete compression test results for project scope as listed here is thus considered resolved (not required for certification) when examining projects using Alternate Process B.

2.2.18 In-plant Precast Concrete Inspection Reports

For project scope other than minor structures, the issue of missing in-plant precast concrete inspections reports must be resolved on a case by case basis (for possible resolutions see DSA Project Certification Guide).

Examples of minor structures which would not require submittal of inspection reports would include

- precast vaults not larger than 5'x5'x5',
- septic tanks not in the roadway,
- manhole sleeves,
- culvert pipes, etc.

2.2.19 Glu-Lam Fabrication Certificates

Glu-Lam beam fabrication is conducted under rigorous in-plant conditions and QA/QC methods. When examining projects using Alternate Process B, requiring certificates of inspection of fabrication is considered by DSA to be redundant to the manufacturers QA/QC program. The lack of a certificate of compliance from the in-plant DSA special inspector is not considered by DSA to result in a health or safety concern and is thus considered resolved (not required for certification).

2.2.20 Soil Compaction Report

Soil compaction issues for the older projects, being examined using Alternate Process B, should have manifested over the elapsed period of time. The soil compaction was performed under the observation of the project inspector. While it is helpful for the geotechnical engineer to provide a soil compaction report to DSA, the lack thereof is not considered by DSA to result in a safety concern. The issue of missing reports is thus considered resolved (not required for certification).

2.2.21 Unconstructed Scope

All project scope required for compliance with building codes and regulations must be complete in order to certify the construction. Examples of incomplete but required scope could include omitting the following:

- Accessible restrooms;
- Accessible features such as ramps, handrails, signs, parking, doors, thresholds, etc.;
- Fire and Life Safety Features such as alarms, sprinklers, devices, gates, etc.;
- And/or Structural components.

Other unconstructed project scope is not required to be completed for project certification.

3. Alternate Process Type C: (Relocatable Buildings)

Alternate process Type C is applicable to one story relocatable buildings comprised of not more than 2,160 square feet and constructed in a manufacturer's plant. This Alternate process is for the construction of the building superstructure only and is not applicable to the construction to place the building at a site. For the construction placing the building at the site, alternate processes type A, B or D should be used.

Alternate process Type C (building superstructure only) is the same as alternate process Type A with the following clarifications and changes.

1. The building must have been constructed from a fully valid and approved DSA application number.
2. For the superstructure construction, the project inspector is considered to be either the in-plant inspector or the welding inspector. A verified report by either will be considered as a verified report from the “project inspector”

4. Alternate Process Type D: Special Cases

Alternate process Type D is for projects not likely to be certified using process A, B or C and special consideration is required for resolution that is beyond the intent of this guide.

Appendix A

Authority and Justifications

Authority for Development and Use of Guide

Statutory Authority: Legacy Projects are defined as those projects previously closed without DSA Certification due to missing documentation and/or outstanding fees. Statutory Authority for the use of alternate processes resides in the Education Code:

- **17315(b)/81147(b).** *“When a school building, constructed in accordance with approved plans and specifications, is completed but final verified reports, as are required under Section 17309/81141, have not been submitted to the Department of General Services due to the incapacitating illness, death, or the default of any persons required to file such reports, the Department of General Services shall, upon written request of the school district/community college district, review all of the project records and make such examinations as it deems necessary to enable it to certify that the school building otherwise complies with the requirements of this article. The Department of General Services may request the school district to have made, reported, and verified any other tests and inspections which the department deems necessary to complete its examinations of the construction.”*

Justification for Use of the Identified Alternate Processes

Alternate Process Type A:

The final verified report from the project inspector is typically considered by DSA to be the single most important document in the file when certifying projects. For legacy projects, where persons have defaulted and thus have failed to provide required reports or where documentation is otherwise missing from the files, DSA has determined the final verified report from the project inspector may be reasonable and sufficient evidence that the project was constructed in compliance with the approved construction documents. This determination is based on the following:

- California Code of Regulations (CCR), Title 24, Part 1, Section 4-333 (b) requires that

“For every project there shall be a project inspector who shall have personal knowledge as defined in Sections 17309 and 81141 of the Education Code of all work done on the project or its parts as defined in Section 4-316. No work shall be carried out except under the inspection of the project inspector approved by DSA”.

The referenced sections of the Education Code define ‘personal knowledge as:

“actual personal knowledge which is obtained from his or her personal continuous inspection of the work of construction in all stages of its progress at the site where he is responsible for inspection and, when work is carried out away from the site, that personal knowledge which is obtained from the reporting of others on the testing or inspection of materials and workmanship for compliance with the plans, specifications or applicable standards. The exercise of reasonable diligence to obtain facts is required.”

- CCR, Title 24, Part ,1 Section 4-333 (b) requires that

“A project inspector, shall, under the direction of the architect and/or engineer, be responsible for monitoring the work of special inspectors and testing laboratories to ensure that the testing program is satisfactorily completed”.
- It is reasonable for DSA to accept the project inspector verified report as an alternate to missing verified reports, testing reports and other missing documents because, as the regulation and statute sections establish:
 - The project inspector is required to be present throughout the construction process.
 - The project inspector inspects the entire project.
 - The project inspector may rely on reports from others if he/she cannot inspect personally.
 - The project inspector is responsible to ensure that the entire inspection program, including the special inspection and offsite inspections are satisfactorily completed.
 - The project inspector is responsible to ensure that the material testing program, including onsite and offsite testing is satisfactorily completed.
 - The project inspector acts under the direction of the design professional and thus has knowledge of the design professional's construction activities and concerns.

Alternate Process Type B:



The justification information is found in the text of the process (see pages 4 through 11 of this Guide).

Alternate Process Type C:

Virtually all DSA approved relocatable buildings in any given plant are manufactured by equivalent processes and provided equivalent inspections and testing by the RBIP inspector, in-plant welding inspector and, as necessary, testing laboratory. All plants that manufacture relocatable buildings have oversight by DSA field engineers and have RBIP and welding inspectors present on a regular basis. Missing in-plant inspection and/or testing reports are neither indicative of defective construction nor indicative of lack of inspection/testing but instead are indicative of poor record keeping by inspectors, architects, districts, engineers and manufacturing plants. Therefore, a single report by either the in-plant inspector or the in-plant welding inspector may be sufficient for purposes of certification.


Appendix B - Forms

DSA-310

	Division of the State Architect CALIFORNIA DEPARTMENT OF GENERAL SERVICES	FORM _____ DSA-310 Issued 10/12										
LEGACY PROJECT STATEMENT OF CONTENT FOR CHANGE ORDERS, ADDENDA AND REVISIONS												
Document List Change Order Number, Addendum #, Revision # Description		DSA File Number: - DSA Application Number: - Date:										
<p>I declare under penalty of perjury and subject to Disciplinary proceedings and penalties prescribed in the California Architects Practice Act/California Professional Engineers Act that the above listed documents depicting changes to the DSA approved construction documents do not contain changes to the structural, accessibility, or fire-life safety portions of the project.</p>												
<table style="width: 100%;"> <tr> <td style="width: 70%;">Signature of Design Professional (See Note Below)</td> <td>Date</td> </tr> <tr> <td colspan="2">Printed Name:</td> </tr> <tr> <td>Professional License (check one)</td> <td> <input type="checkbox"/> Architect: License # <input type="checkbox"/> Structural Engineer: License # </td> </tr> <tr> <td>E-Mail:</td> <td>Tel.:</td> </tr> <tr> <td colspan="2">Mailing Address:</td> </tr> </table>			Signature of Design Professional (See Note Below)	Date	Printed Name:		Professional License (check one)	<input type="checkbox"/> Architect: License # <input type="checkbox"/> Structural Engineer: License #	E-Mail:	Tel.:	Mailing Address:	
Signature of Design Professional (See Note Below)	Date											
Printed Name:												
Professional License (check one)	<input type="checkbox"/> Architect: License # <input type="checkbox"/> Structural Engineer: License #											
E-Mail:	Tel.:											
Mailing Address:												
<p>Person signing this form must be a California Licensed Architect or Structural Engineer listed on form DSA-1 as the architect or engineer in general responsible charge or delegated responsibility by submitting form DSA-108.</p>												
<div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> DSA Oakland Region 1515 Clay Street, Suite 1201 Oakland, CA 94612 </div> <div> <input checked="" type="checkbox"/> DSA Sacramento Region 1102 Q Street, Suite 5200 Sacramento, CA 95814 </div> <div> <input checked="" type="checkbox"/> DSA Los Angeles Region 700 N. Alameda Street, Suite S-500 Los Angeles, CA 90012 </div> <div> <input checked="" type="checkbox"/> DSA San Diego Region 10920 Via Frontera, Suite 300 San Diego, CA 92127 </div> </div>												
DSA-310 (iss 10-31-12)		 CALIFORNIA DEPARTMENT OF GENERAL SERVICES Page 1 of 1										

Appendix B - Forms

DSA-311

	Division of the State Architect <small>CALIFORNIA DEPARTMENT OF GENERAL SERVICES</small>	<small>FORM</small> DSA-311 <small>Issued 10/12</small>				
REQUEST FOR EXAMINATION FOR CERTIFICATION USING EDUCATION CODE 17315(b)/81147(b)						
Project Name: _____		DSA File #: _____				
District: _____		DSA Application #: _____ - _____				
<p>This district is requesting the Division of the State Architect to re-examine the referenced project for certification using California Education Code section 17315(b)/81147(b)</p> <p>The referenced project has been constructed in accordance with the approved plans and specifications but final verified reports, as are required under California Education Code section 17309/81141, have not been submitted to the Department of General Services (DSA) due to the incapacitating illness, death or the default of persons required to file such reports. Therefore, the district is requesting the Division of the State Architect (DSA) review all of the project records and make such examinations as it deems necessary to enable it to certify that the project otherwise complies with the requirements of the applicable California Education Code Article governing public school construction. The person signing below is verifying that the following documents missing from the DSA files were not submitted due to the incapacitating illness, death or the default of persons required to file such documents.</p> <p>Documents missing from the DSA files:</p> <ul style="list-style-type: none"> • • • • • • • 						
District Statement: I certify, under penalty of perjury, under the laws of the State of California, that the information reported on this form is true and correct.						
Signature of Owner (See Note Below): _____		Date: _____				
Printed Name and Title: _____						
E-mail Address: _____		Telephone Number: _____				
Mailing Address: _____						
<p>Person signing this form must be one of the following (or hold a district equivalent position): a school district superintendent; community college chancellor; school/community college district chief business officer or chief financial officer.</p>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; vertical-align: top;"> <input type="checkbox"/> DSA Oakland Region 1515 Clay Street, Suite 1201 Oakland, CA 94612 </td> <td style="width: 25%; vertical-align: top;"> <input type="checkbox"/> DSA Sacramento Region 1102 Q Street, Suite 5200 Sacramento, CA 95814 </td> <td style="width: 25%; vertical-align: top;"> <input type="checkbox"/> DSA Los Angeles Region 700 N. Alameda Street, Suite 5-500 Los Angeles, CA 90012 </td> <td style="width: 25%; vertical-align: top;"> <input type="checkbox"/> DSA San Diego Region 109200 Via Frontera, Suite 300 San Diego, CA 92127 </td> </tr> </table>			<input type="checkbox"/> DSA Oakland Region 1515 Clay Street, Suite 1201 Oakland, CA 94612	<input type="checkbox"/> DSA Sacramento Region 1102 Q Street, Suite 5200 Sacramento, CA 95814	<input type="checkbox"/> DSA Los Angeles Region 700 N. Alameda Street, Suite 5-500 Los Angeles, CA 90012	<input type="checkbox"/> DSA San Diego Region 109200 Via Frontera, Suite 300 San Diego, CA 92127
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<small>FORM DSA-311 (Iss 10-31-12)</small>		<small>DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES</small>				
<small>PAGE 1 OF 1</small>						

Appendix C – Staff Documents

Work Program for Legacy Projects

I. Organize Uncertified (Legacy) Projects

HQ Responsibilities

- Determine complete list of legacy projects by DSA application number.
- Separate legacy projects by districts and create separate files for all districts.

Staff Responsibilities

- Use the Alternate Process Legacy Project Master Spreadsheet to record which project belongs to which alternate process group and to record all other actions.
- Obtain all closing letters from HQ for projects identified in 1st step.
- Review all closing letters to determine which alternate process type (A, B, C, or D) would be most appropriate be used when re-examining for certification. Separate the letters into four groups, corresponding to the four alternate process types (A, B, C, and D). A brief explanation follows:
 - Group A: Project Inspector verified report is in the file or the project is otherwise easily certified.
 - Group B: Project Inspector verified report is not in the file but it appears that the project can be successfully certified using alternate process B because the missing documentation can be readily obtained or resolved.
 - Group C: Project consists of relocatable building(s).
 - Group D: Project is likely not certifiable without substantial effort and thus time should not be spent on re-examining the file as part of this program.
- Order files and plans from state records center for the projects except for those in Group D.
 - Files and plans ordered in manageable groups.
 - DSA electronic files (ADM) must be searched for any documents and plans and if any found, they must be included when re-examining the file.
 - Verify the regional office or field engineer has no other files, documents or plans for the project. If any more are found then add to the DSA file.
- Determine why the project is not certified.
 - Verify the file contains the correct Closed Without Certification Letter (if none in file) then one must be created using information found in the files. The letter is not sent to the District but scanned into ADM and filed in the Black File.
 - Verify the closed without certification letter is correct by reviewing file. If incorrect then corrected the letter and replace the old letter with the new corrected one in ADM and the Black File.
 - Make sure the closed without certification letter is in ADM. If it is not, then scan and upload into ADM.

Review of Project Files





- Organize project file. Merge documentation from ADM and from other sources with project file.

- Scan all closing documents to ADM if not already there.
- Match up project files with project plans.
- Verify and, as necessary, correct project scope.
- Update e-Tracker for scope and documents found.
- Check all documentation for documents previously listed as missing/not resolved and, if necessary, update closed without certification letter, scan to ADM and file in Black File.
- Using the DSA "*Alternate Process Guide for Certification of Legacy Projects*", examine the project for certification viability.
- Tag all pertinent documents to facilitate final review of file.
- If project consists of relocatable buildings only, use Google Earth and the site plan to determine if the buildings still exist. If not then recommend close type 5 letter.
- Make recommendation about disposition of the project (certified, not certified, etc...).
- Fill out a form DSA-320: Legacy Project Justification.
- If person performing the above tasks is not a DSA Structural Engineer (SE) or DSA Architect (Arch) then schedule a meeting with the assigned DSA staff SE/Arch.
- DSA staff SE/Arch makes final a recommendation on file disposition. Meets with DSA principal engineer/arch if needed (complex/unsure).
- DSA staff SE/Arch determines final resolution of file (certifiable or not certifiable).
- If it is determined that the project can be certified, then:
 - Make sure all closing documents are scanned to ADM.
 - Verify the accuracy and completeness of the DSA 320: Legacy Project Justification form.
 - Scan the DSA-320 into ADM, and place form in Black File.
 - Send plans to the office scanning section for scanning to ADM (plans are not returned to State Record Center).
 - If no additional/further project fees are due to DSA then send Legacy Program Letter Type A to the district.
 - If additional/further project fees are due to DSA then send Legacy Program Letter Type AA to district.
 - If district responds by returning the completed form DSA-311 then:
 - Scan form to ADM and file it in the Black File.
 - Make sure re-opening fee is paid.
 - Make sure any additional/further fees are paid.
 - Issue the certification letter. **Must be Type 2 letter.**
 - If, after 60 days, the district has not returned form DSA-311 and paid required fees then return project files to State Record Center.
- If project is determined to be missing documents necessary for certification then:
 - Assign to group "alternate process type "B" (Type "C" for relocatable project).
 - Make sure all closing documents are scanned to ADM.

- Send plans to the office scanning section for scanning to ADM (plans are not returned to State Record Center).
- If no additional/further project fees are due to DSA then send Legacy Program Letter Type B to district.
- If additional/further project fees are due to DSA then send Legacy Program Letter Type BB to district.
- If within 60 days, the district submits form DSA-311, provides resolution of missing documents and pays fees owed and thus the project is determined to be ready for certification then use the above "If it is determined that the project can be certified" step.
- If district responds within 60 days and it appears that working with the district will result in the project certification within an additional 30 days then continue holding the file open for an additional 30 days.
- If, after a total elapsed time from sending letter B or BB to the district is 60 (or 90 days as appropriate) and it is determined the project still cannot be certified then return files to State Record Center.

Appendix C: Staff Documents

Form DSA-320

	Division of the State Architect <small>CALIFORNIA DEPARTMENT OF GENERAL SERVICES</small>	<small>FORM</small> DSA-320 <small>Issued 10/12</small>																																												
LEGACY PROJECT JUSTIFICATION FORM																																														
Alternate Process Type A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">DSA File Number:</td> <td style="text-align: center; padding: 2px;">-</td> </tr> <tr> <td style="padding: 2px;">DSA Application Number:</td> <td style="text-align: center; padding: 2px;">-</td> </tr> <tr> <td style="padding: 2px;">Date:</td> <td style="padding: 2px;"></td> </tr> </table>	DSA File Number:	-	DSA Application Number:	-	Date:																																							
DSA File Number:	-																																													
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center; padding: 5px;">Missing Documents</th> <th style="width: 50%; text-align: center; padding: 5px;">Justification (paragraph number)</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </tbody> </table>			Missing Documents	Justification (paragraph number)																																										
Missing Documents	Justification (paragraph number)																																													
<small>This form is to be used by DSA Staff when using the DSA Alternate Process Guide for Certification of Legacy Projects. List the missing document and the paragraph number from the DSA Alternate Process Guide for Certification of Legacy Projects that justifies certification without receiving the missing document</small>																																														
<table style="width: 100%;"> <tr> <td style="width: 30%;"><small>DSA-320 Iss 10-31-12</small></td> <td style="width: 40%; text-align: center;">  DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES </td> <td style="width: 30%; text-align: right;"><small>Page 1 of 1</small></td> </tr> </table>			<small>DSA-320 Iss 10-31-12</small>	 DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES	<small>Page 1 of 1</small>																																									
<small>DSA-320 Iss 10-31-12</small>	 DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES	<small>Page 1 of 1</small>																																												

Appendix C: Staff Documents

Letter Type A



**Division of the
State Architect**
CALIFORNIA DEPARTMENT OF GENERAL SERVICES

San Diego Regional Office
10920 Via Frontera, Suite 300 | T 858.674.5400
San Diego, CA 92127 | F 858.674.5471
www.dgs.ca.gov/dsa

October 22, 2012

Superintendent **James Smith**

California School District
Anytown Road
Anycity, California **91234**

AP Letter Type A

RE: Certification of School Construction project, DSA Application Number **04-123456**

Dear Superintendent **Smith**,

In a continuing effort to assist school districts obtain certification for their older construction projects, the Division of the State Architect (DSA) has re-examined the referenced project and has determined it may be possible to certify it on the basis of Education Code (EC), Section 17315(b)/81147(b).

On the enclosed form DSA-311 are listed documents missing from the DSA files. If these documents are missing because they have not been submitted due to incapacitating illness, death or default of persons required to file the documents, then the project may be certified in accordance with EC Section 17315(b)/81147(b).

If this is applicable to the referenced project, then please complete and sign the enclosed form DSA-311 and return it to DSA within 45 days from the date of this letter.

In addition, as required by the Education Code, DSA must recover costs incurred for this effort by charging the district a fee of \$ **9,999.99** for re-opening and examining the project for certification.

In summary, if you wish to pursue certification as discussed above, the following will be required to be submitted to DSA within 45 days of the date of this letter:

- Form DSA-311
- Re-opening/Re-examination fee of \$ **9,999.99**

Please contact our office if you have any questions or concerns.

Respectfully yours,

Craig Rush
Regional Manager, DSA San Diego

Headquarters
Office
1102 Q Street, Suite 5100
Sacramento, CA 95811
T 916.445.8100

Sacramento
Regional Office
1102 Q Street, Suite 5200
Sacramento, CA 95811
T 916.445.8730

Oakland
Regional Office
1515 Clay Street, Suite 1201
Oakland, CA 94612
T 510.622.3101

Los Angeles
Regional Office
700 N. Alameda St., Suite 5-500
Los Angeles, CA 90012
T 213.897.3995

Appendix C: Staff Documents

Letter Type AA



**Division of the
State Architect**
CALIFORNIA DEPARTMENT OF GENERAL SERVICES

San Diego Regional Office
10920 Via Frontera, Suite 300 | T 858.674.5400
San Diego, CA 92127 | F 858.674.5471
www.dgs.ca.gov/dsa

October 22, 2012

Superintendent **James Smith**

California School District
123 Anytown Road
Anycity, California 91234

AP Letter Type AA

RE: Certification of School Construction project, DSA Application Number **04-123456**

Dear Superintendent **Smith**,

In a continuing effort to assist school districts obtain certification for their older construction projects, the Division of the State Architect (DSA) has re-examined the referenced project and has determined it may be possible to certify it on the basis of Education Code (EC) Section 17315(b)/81147(b).

On the enclosed form DSA-311 are listed documents missing from the DSA files. If these documents are missing because they have not been submitted due to incapacitating illness, death or default of persons required to file the documents, then the project may be certified in accordance with EC Section 17315(b)/81147(b).

If this is applicable to the referenced project, then please complete and sign the enclosed form DSA-311 and return it to DSA within 45 days from the date of this letter.

In addition, any unpaid fees owed by the District to DSA for this project must be paid prior to certification. DSA records show unpaid fees of \$ **YYY** for this project.

Also, as required by the Education Code, DSA must recover costs incurred for this effort by charging the district a fee of \$ **XXX** for re-opening and examining the project for certification.

In summary, if you wish to pursue certification as discuss above, the following will be required to be submitted to DSA within 45 days of the date of this letter:

- Form DSA-311
- Fees

• Additional Project fees	\$ YYY
• Re-opening/Re-examination fee of	\$ XXX
Total fees	\$ YYY+XXX

Please contact our office if you have any questions or concerns.

Respectfully yours,

Craig Rush
Regional Manager, DSA San Diego

Headquarters
Office
1102 Q Street, Suite 5100
Sacramento, CA 95811
T 916.445.8100

Sacramento
Regional Office
1102 Q Street, Suite 5200
Sacramento, CA 95811
T 916.445.8730

Oakland
Regional Office
1515 Clay Street, Suite 1201
Oakland, CA 94612
T 510.622.3101

Los Angeles
Regional Office
700 N. Alameda St., Suite 5-500
Los Angeles, CA 90012
T 213.897.3995

Appendix C: Staff Documents

Letter Type B



**Division of the
State Architect**
CALIFORNIA DEPARTMENT OF GENERAL SERVICES

San Diego Regional Office
10920 Via Frontera, Suite 300 | T 858.674.5400
San Diego, CA 92127 | F 858.674.5471
www.dgs.ca.gov/dsa

October 22, 2012

Superintendent **James Smith**

AP Letter Type B

California School District
123 Anytown Road
Anycity, California 91234

RE: Certification of School Construction project, DSA Application Number 04-123456

Dear Superintendent **Smith**,

In a continuing effort to assist school districts obtain certification for their older construction projects, the Division of the State Architect (DSA) has re-examined the referenced project and has determined it may be possible to certify it on the basis of Education Code (EC) Section 17315(b)/81147(b), provided that:

1. The following documents missing from the DSA files must be submitted to and approved/accepted by DSA
 - Document
 - Document
 - Document
 - Document
 - Document
 - Document
 - Document
2. On the enclosed form DSA-311 are listed other documents missing from the DSA files. If these documents are missing because they have not been submitted due to incapacitating illness, death or default of persons required to file the documents, then the project may be certified in accordance with EC Section 17315(b)/81147(b).
If this is applicable to the referenced project, then please complete and sign the enclosed DSA-311 and return it to DSA within 45 days from the date of this letter.
3. As required by the Education Code, DSA must recover costs incurred for this effort by charging the district a fee of \$ XXX for re-opening and examining the project for certification.

Headquarters
Office
1102 Q Street, Suite 5100
Sacramento, CA 95811
T 916.445.8100

Sacramento
Regional Office
1102 Q Street, Suite 5200
Sacramento, CA 95811
T 916.445.8730

Oakland
Regional Office
1515 Clay Street, Suite 1201
Oakland, CA 94612
T 510.622.3101

Los Angeles
Regional Office
700 N. Alameda St., Suite 5-500
Los Angeles, CA 90012
T 213.897.3995

Appendix C: Staff Documents

Letter Type B (cont.)

Superintendent James Smith
California School District

October 22, 2012

-2-

In summary, if you wish to pursue certification as discussed above, the following will be required to be submitted to DSA within 45 days of the date of this letter:

- Documents listed in Section #1 above
- Form DSA-311
- Re-opening/Re-examination fee of \$ XXX

Please contact our office if you have any questions or concerns.

Respectfully yours,

Craig Rush
Regional Manager, DSA San Diego

Appendix C: Staff Documents

Letter Type BB



**Division of the
State Architect**
CALIFORNIA DEPARTMENT OF GENERAL SERVICES

San Diego Regional Office
10920 Via Frontera, Suite 300 | T 858.674.5400
San Diego, CA 92127 | F 858.674.5471
www.dgs.ca.gov/dsa

October 22, 2012

Superintendent **James Smith**

AP Letter Type BB

California School District
123 Anytown Road
Anytown, California 91234

RE: Certification of School Construction project, DSA Application Number 04-123456

Dear Superintendent **Smith**,

In a continuing effort to assist school districts obtain certification for their older construction projects, the Division of the State Architect (DSA) has re-examined the referenced project and has determined it may be possible to certify it on the basis of Education Code (EC) Section 17315(b)/81147(b), provided that:

1. The following documents missing from the DSA files must be submitted to and approved/Accepted by DSA
 - Document
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 - Document
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 - Document
2. On the enclosed form DSA-311 are listed other documents missing from the DSA files. If these documents are missing because they have not been submitted due to incapacitating illness, death or default of persons required to file the documents, then the project may be certified in accordance with EC 17315(b)/81147(b).

If this is correct then please complete and sign the enclosed DSA-311 and return it to DSA within 45 days from the date of this letter.
3. Unpaid fees owed by the District to DSA for this project must be paid prior to certification. DSA records show unpaid fees of \$ **YYY** for this project.
4. As required by the Education Code, DSA must recover costs incurred for this effort by charging the district a fee of \$ **XXX** for re-opening and examining the project for certification.

Headquarters
Office
1102 Q Street, Suite 5100
Sacramento, CA 95811
T 916.445.8100

Sacramento
Regional Office
1102 Q Street, Suite 5200
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1515 Clay Street, Suite 1201
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T 510.622.3101

Los Angeles
Regional Office
700 N. Alameda St., Suite 5-500
Los Angeles, CA 90012
T 213.897.3995

Appendix C: Staff Documents

Letter Type BB (cont.)

Superintendent James Smith
California School District

-2-

October 22, 2012

In summary, if you wish to pursue certification as discuss above, the following will be required to be submitted to DSA within 45 days of the date of this letter:

- Documents listed in section #1 above
- Form DSA-311
- Fees
- | | | |
|------------------------------------|----|----------------|
| • Additional Project fees | \$ | YYY |
| • Re-opening/Re-examination fee of | \$ | XXX |
| Total fees | \$ | <u>YYY+XXX</u> |

Please contact our office if you have any questions or concerns.

Respectfully yours,

Craig Rush
Regional Manager DSA, San Diego

Appendix C: Staff Documents

Master Spreadsheet Sample

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Legacy Guide Spread Sheet Instructions

Column	Directions
A	Enter the Origin ID of the office working the certification program (01, 02, 03, 04).
B	Enter the Origin ID of the project (01, 02, 03, 04).
C	Enter the application number of the file without the origin.
D	Enter the File ID (also may be call file number or Client ID).
E	Enter the date the close letter was verified as existing in the file (or if a new one had to be created enter the date it was created and verified as in the file).
F	Enter the closed letter type that was found in the file and verified as correct. This may be different than the initial closed letter type since the letter type may have been updated over time (letter types are 1, 2, 3, 4, 5).
G	Enter the alternate process type determined to be appropriate for the attempt at certification of the project (process types are A, B, C, D).
H	Enter the date the project file was ordered from the State Record Center.
I	Enter the date the project file was received from the State Record Center.
J	Enter the date the project file was returned to the State Record Center.
K	Enter the date the project plans were ordered from the State Record Center.
L	Enter the date the project plans were received from the State Record Center.
M	Enter the date the project plans were sent to the office scanning department for scanning and uploading into the ADM.
N	If the project is relocatable buildings enter "yes", otherwise enter "no."
O	After reviewing the file and before form 311 is received, enter the recommended closing type.
P	Enter date letter type B or BB sent to district. If none sent then leave blank.
Q	Enter date letter type A or AA sent to district. If none sent then leave blank.
R	Enter date form DSA-311 was sent to District. If not sent then leave blank.
S	Enter date form DSA-311 was received back from District.
T	Enter date re-opening fee received from district. If none required then enter "NR."
U	Enter the date that it was verified that all fees have been paid.
V	Enter the date that the final certification type as determined by using this legacy certification program (it may be the same letter type as the line E or it may be different).
W	Enter the final certification type as determined by using this legacy certification program (it may be the same letter type as the line E or it may be different).